

**Solicitation Number: 05-0001-16**  
**Technical, Engineering, and Programmatic Support**  
**Services for the Office of Naval Research for the**  
**Development of Urban, Asymmetric and**  
**Expeditionary Operations Science and Technology**  
**Program, ONR Code 353**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Engineering, and Programmatic Support Services are due by 2:00 PM (local), 7 January 2005.

## **1.0 Background**

The Expeditionary Warfare Operations Technology Division (ONR Code 353) of the Naval Expeditionary Warfare Science and Technology (S&T) Department requires technical and analytic support services for the Urban, Asymmetric and Expeditionary Operations Future Naval Capability (FNC). These services will help define the program plan and implementation strategy, identify the specific projects that comprise the program through the use of open competition, and assist the execution management for selected projects.

The current Urban, Asymmetric, and Expeditionary Operations Capability Gap is defined as:

“Naval Expeditionary Force (NEF) Operations in Support of Asymmetric Warfare in the Urban and Dispersed Battlespace will provide tactical elements of a Marine Air Ground Task Force (MAGTF) the ability to operate more effectively across the spectrum of all six warfighting functions in unconventional environments as well as complement and enhance the MAGTF’s ability to successfully prosecute missions in a more traditional scenario. Thus the intent of this Gap is to enable MAGTF elements to gain, maintain and exercise freedom of action aided by technological solutions encompassing (a) situational awareness tools (b) enhanced tactical maneuver support (c) advanced mobility and survivability and (d) land mine/Improvised Explosive Devices (IED) counter measures. To counter asymmetric threats, this Gap will facilitate detection of such threats, ensuring situational awareness, and providing for

lethal and non-lethal responses to win engagements and prevent damage to critical infrastructure due to asymmetric attack from land, sea, and air.”

The capabilities that have been initially identified as critical to closing this warfighting gap are:

- Countering Improvised Explosive Devices
- Hostile Fire Detection and Response
- Position Location Information
- Transparent Urban Structures
- Fortified Position Security
- Modular Scalable Yield Weapons
- Defense of Harbor and Near-shore Naval Infrastructure against Asymmetric Threats

Based upon the results of the work solicited herein, these Enabling Capabilities (ECs) may be modified, expanded, or deleted, or new capabilities may emerge.

## **2.0 Statement of Work**

### **2.1 Objective**

The objective of this work is to perform the necessary analyses and assessments to enable the development of a program plan which will provide the Navy and Marine Corps with a roadmap to address their highest priority S&T warfighting gaps. The plan should leverage ongoing S&T within the Navy and Marine Corps, other DoD agencies and non-DoD agencies such as DHS and DOE. In instances where leveraging is not possible or the technical risk is too great, new start S&T projects should be recommended. For each of these cases the plan should identify the most likely type of project required, the most likely funding profile and the top level warfighting capability specifications. This information will provide the basis for communicating the S&T requirements to the technical community so that the widest degree of competition of innovative ideas can be stimulated. To maximize the plan’s credibility and defensibility, the Concept of Operations (CONOPS) and acquisition programs used in this analysis should be refined for lessons learned from military operations in Iraq and Afghanistan and projected Defense Intelligence Agency threats.

## **2.2 Scope**

The scope of tasks within this solicitation involves the review and assessment of tasks in the following Naval areas of interest: operational capability gaps, acquisition programs that respond to these gaps, Iraq and Afghanistan lessons learned, S&T gaps, Enabling Capability development, DoD and non-DoD S&T programs that respond to these gaps and ECs, investment strategy options, Broad Agency Announcement (BAA) process, BAA responses, execution management process, execution plans, exit criteria, transition plans, operational payoff, transition potential, execution oversight, technical progress, technical risk, technical feasibility, Concepts of Operation (CONOPS), countermeasure resistance, Technology Readiness Levels (TRLs), post S&T transition requirements, ONR Discovery and Innovation (D&I) programs, ONR Exploitation and Deployment (E&D) programs, acquisition modernization roadmaps, business case analysis of competing technical solutions, and portfolio management.

## **2.3 Technical Tasks/Requirements**

### **2.3.1 Base Period (Nine Months)**

The objective of the base period tasking is to produce an Urban, Asymmetric, and Expeditionary Warfare Operations Program Plan to provide the Navy and Marine Corps with a roadmap to address its highest priority S&T warfighting gaps that occur while implementing approved CONOPS with Programs of Record acquisition programs. The following four tasks are seen as a minimum for accomplishment of this effort.

**Task 1 - Define Urban, Asymmetric, and Expeditionary Warfare Capability GAPS** to identify critical capability shortfalls (and the rationale for their inclusion) that are expected in the near-term, mid-term and far-term over the 2006-2020 timeframe. These will form the basis for defining gaps with S&T potential in the next task.

**Task 2 – Refine initial S&T GAPS and Enabling Capabilities** to clarify, expand and augment the initial set of S&T Gaps and enabling capabilities already provided.

**Task 3 - Assess GAP closing potential of the technology base** to identify ongoing S&T programs both in and outside of DoD (estimated to be in the hundreds) that are aligned with Urban, Asymmetric, and Expeditionary S&T warfighting gaps and to determine their relative contribution to gap closure.

**Task 4 - Develop Naval S&T Investment Strategy** to postulate and evaluate a broad range of strategic options for consideration by Naval leadership until a preferred strategy emerges. Investment strategy options developed by this task will possess appropriate S&T risk and transition potential, leverage the DoD technology base, and be executable in terms of cost, schedule, and risk.

### **2.3.2. Option Period I Task Description (Six Months)**

The Contractor shall identify the set of projects with the highest payoff and transition potential and are the most affordable to purchase and operate. Open competition is visualized as the most appropriate means to accomplish this objective. The Contractor shall assist the Program Office with the structuring of the competitive BAA procurement package and the criteria that will be used to evaluate the responses. Once responses are received by the Government, the Contractor shall assist the evaluation of proposed ideas in terms of the specific technical, operational, and programmatic evaluation criteria and the integration of evaluation results to facilitate selection decisions.

### **2.3.3. Option Period II, III and IV Task Descriptions (Twelve Months Each)**

The Contractor shall provide the technical and analytic support to ensure each program selected for execution has an approved execution plan with exit criteria and the projects progress as planned, are still needed to close the gap, transition potential remains high, and the technical approach is still competitive with other sources of emergent technology. In the event technical and/or execution risk grows to unacceptable levels, the Contractor shall help to develop and evaluate the set of management actions necessary to restructure the project or replace it with a more appropriate alternative. Embedded in this task is the requirement for continuous monitoring of pertinent technical, operational and programmatic factors needed to develop an overall net assessment of an S&T project that is credible, repeatable, defensible and leads to the insertion of advanced technologies to the field in both an economic and timely manner. The Contractor shall also review the most current gaps and ECs that are approved by Naval Staff to ensure a viable gap closure program is in place. In the event of any new S&T gaps, the Contractor shall assist with the solicitation of new ideas via a BAA and the evaluation of these ideas for the purposes of supporting Program Objectives Memorandum (POM) submissions and/or Technology Oversight Group (TOG) decision memorandum.

## **2.4 Reports, Data and Other Deliverables**

In support of the Base Period Statement of Work, the Contractor is required to provide the following:

- A draft report due 15 June 2005 and final report due 15 August 2005 of the assessment of the Urban, Asymmetric and Expeditionary Operations Capability Gap for the near-, mid-, and far-term.
- A draft due 30 June 2005 and final report due 31 August 2005 of the Urban, Asymmetric, and Expeditionary Operations S&T Gap and Enabling Capabilities.
- A draft due 30 June 2005 and final report due 31 August 2005 of the S&T Gap Closing Potential of the DoD and non-DoD Technology Base.
- A draft due 29 July 2005 and final report due 31 August 2005 of a recommended Naval S&T program plan.
- Presentation materials, as required.
- A Monthly performance and financial report.

In support of the Option periods Statement of Work, the Contractor is required to provide the following:

- A Monthly performance and financial report.
- Presentation materials, as required.

## **3.0 Personnel Requirements**

### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

#### **3.1.1 SENIOR SCIENTIST/PROGRAM MANAGER (KEY):**

For this position, the following qualifications are expected and desired:

- ♦ A Ph.D. degree in engineering or science from an accredited university with at least fifteen years experience in a related S&T discipline - OR - a Graduate degree in a technical field from an accredited university with at least twenty years Naval

- R&D experience and ten years recent and specialized experience in Naval S&T advanced technology management;
- ♦ Documented experience in and working knowledge of government defense programs;
- ♦ Documented experience in the evaluation of proposed solutions in a specific or related technical area;
- ♦ Demonstrated ability to coordinate teams of technical experts in the accomplishment of complex tasks.
- ♦ Level III Defense Acquisition Workforce Improvement Act (DAWIA) certified in Systems Planning, R&D and Engineering
- ♦ Secret Clearance

### 3.1.2 RESEARCH SCIENTIST(S) (KEY):

For this position, the following qualifications are expected and desired:

- ♦ A Graduate degree in engineering or science from an accredited university with at least three years recent and specialized experience in a related S&T discipline – OR - a Bachelors degree from an accredited college or university in engineering or science with more than three years recent and specialized experience in a related S&T discipline.
- ♦ Army or Marine Corps operational experience.
- ♦ Secret Clearance

### 3.1.3 PROGRAM ANALYST(S):

For this position, the following qualifications are expected and desired:

- ♦ A Graduate degree from an accredited college or university and 10 years recent and relevant experience in a related S&T discipline or Program Area; - OR - a Bachelors degree with eight years relevant experience in a related S&T discipline or Program Area -OR - a more than ten years experience in a Program Area.
- ♦ Knowledge of pertinent laws, regulations, policies and precedent, which affect the use of program and related support resources in the area studied;
- ♦ Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations;
- ♦ Army or Marine Corps or Navy operational experience
- ♦ Experience in Urban operations, Asymmetric Warfare or Expeditionary Warfare desired
- ♦ At least two years assessing Naval S&T programs desired

- ♦ Secret Clearance

#### 3.1.4 TECHNICAL SUPPORT SPECIALIST(S):

For this position, the following qualifications are expected and desired:

- ♦ A Bachelors degree in a technical field from an accredited college or university with five years experience - OR – a Graduate degree in a technical field from an accredited university with three to seven years experience in the analysis of Navy programmatic and operational policies, programs, processes, standards and guidelines concerning S&T;
- ♦ Demonstrated experience in the preparation of technical documentation including program plans and progress reports; preparation and review of policy procedure; and the preparation of technical management aids.
- ♦ Technical projects progress analysis and documentation; technical project data compilation, analysis and documentation; and preparation of multi-organizational project plans;
- ♦ Experience in the preparation of equipment specification and support for R&D projects; financial status monitoring of projects using multiple funds categories;
- ♦ Secret Clearance

### 3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. A nine month base period, a five month Option period, and four one-year option periods have been defined.

3.2.2 Base Period: The base period of performance will be from January 2005 through September 2005. The level of effort anticipated for this period is approximately four staff-years at an average rate of approximately 867 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Base Year</b>
Senior Scientist/Program Manager	900
Research Scientist(s)	400
Program Analyst(s)	4000
Technical Support Specialist(s)	2500
<b>TOTAL</b>	<b>7800</b>

NOTE: 2,000 hours is equivalent to one (1) staff-year

3.2.3 Option I Period: The Option I period of performance will be from April 2005 through September 2005. The level of effort anticipated for this period is approximately one and a half staff-years at an average rate of approximately 560 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Option Period</b>
Senior Scientist/Program Manager	400
Research Scientist(s)	200
Program Analyst(s)	1200
Technical Support Specialist(s)	1000
<b>TOTAL</b>	<b>2800</b>

NOTE: 2,000 hours is equivalent to one (1) staff-year

3.2.4 Option II, III and IV Periods: The Option II period of performance will be from October 2005 through September 2006. The Option III period of performance will be from October 2006 through September 2007. The Option IV period of performance will be from October 2007 through September 2008. The level of effort anticipated for this period is approximately two and one-half staff-years at an average rate of approximately 375 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Senior Scientist/Program Manager	1000
Research Scientist(s)	800
Program Analyst(s)	1200
Technical Support Specialist(s)	1500
<b>TOTAL</b>	<b>4500</b>

NOTE: 2,000 hours is equivalent to one (1) staff-year

3.2.5 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal



should clearly specify the hours and labor categories proposed for each task in the statement of work.

## **4.0 Order Details**

**4.1 Contract Type:** The Office of Naval Research anticipates awarding a cost plus fixed fee level of effort task order which will be incrementally funded.

**4.2 Period of Performance:** Base period of nine months from time of award with a single six month option that will overlap with the base period, and four one-year options.

## **4.3 Other Direct Costs (ODCs)**

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). Local travel, including parking associated with travel is authorized. Document reproduction, computer CD and file archiving and printing costs are authorized in supporting this effort. The total Travel/ODC amount is not to exceed (NTE) \$15,000.00 per year.

**4.3.1 Travel and Per Diem** - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.3.2 Other Direct Costs (Other than Travel and Per Diem)** - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

**4.4 Place of Performance:** It is anticipated that all efforts associated with this SOW will be performed at the Contractor's facilities.

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to

perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business. In the event that it becomes necessary for the work to be performed at ONR, basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

**4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

**4.7 Security Requirements:**

(a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information and it will be incorporated into the Order on or after award. Additionally, Contractor is required to safeguard the information labeled as proprietary.

(b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

(c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

**4.8 Organizational Conflict of Interest**

(a) Safeguarding Information. The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to

Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) Organizational Restrictions. Support contractor's knowledge of competition sensitive information, described in paragraph (a) above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under (Insert applicable program or tailor this sentence to cross reference earlier section of the solicitation that address scope/offices/departments that are applicable) research programs.

## **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed fifteen (15) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contract should provide a summary cost proposal for the total effort (including base and option periods), as well as a cost proposal for each of the base and option periods. The Contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (Fringe Benefits, on and off-site Overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

**5.3 Proposal Submission:** The due date for submission of proposals for this solicitation is 2:00 PM (local time) on 7 JAN 2005.

Proposals can be:

Sent by regular mail or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research  
Attention: Darien Dicamillo, phone 703-696-4302  
800 North Quincy Street, Code 253  
Arlington, VA 22217-5660  
Ref: MATOC Solicitation 05-0001-16

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

### Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor (1) is of the greatest weight; Technical Factors (2) through (4) are of decreasing weight. Technical Factor (4) is of less value than all other Technical Factors.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be

based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 21 JAN 2005.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for posting of solicitations/amendments.

**9.0 Point of Contact:** The Point of Contact for this solicitation is Darien Dicamillo, who can be reached at (703) 696-4302 or dicamid@onr.navy.mil.

## **Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees,  
both in his personal capacity and as an employee of \_\_\_\_\_  
as follows:

### **BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.



2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files